



**From:** Human Resources Department  
**RE:** Part time Garage Assistant  
**Date:** September 7, 2016  
**Department:** Asset Services  
**Pay Scale:** \$10.50 hourly  
**Hours:** Hours will vary Monday – Friday; 7:00 a.m. – 4:00 p.m.

#### **General Statement of Duties**

Performs responsible skilled mechanical work on a variety of automotive, construction, and specialized equipment. Performs related duties as required.

#### **Distinguishing Features of the Class**

An employee in this class performs as a skilled mechanic in the Town's garage. The employee conducts preventive maintenance and repairs on automotive, light and heavy equipment. Work includes the repair of gasoline and diesel engines, motors, brakes, electrical and hydraulic systems, and tires. Employee exercises judgement in diagnosing malfunctions of vehicles and equipment and determining necessary repairs. Employees are subject to hazards of automotive mechanics including working in both inside and outside environments, and exposure to various hazards such as noise, vibrations, moving mechanical parts, electrical currents, dusts, mists, fumes, odors, and oil. Work is performed under regular supervision and is evaluated through observation while in progress and inspected upon completion.

#### **Duties and Responsibilities**

##### **Essential Duties and Tasks**

Performs preventive maintenance and repair on a variety of vehicles and equipment including automobiles, tractors, motorized sanitation equipment, heavy construction equipment, and landscaping equipment. Replaces or disassembles and rebuilds engines, makes necessary repairs and adjustments, replaces worn or defective parts. Performs scheduled preventive maintenance on vehicles and equipment such as tune-ups, checking lights, tires, brake linings, wiper blades, horns, suspensions, etc. Operates equipment such as lift jacks, tire changers, air guns, battery chargers, wrenches, cranes, air compressors, welding units, and other hand tools.

Lubricates, repairs and replaces parts and filters; cleans and replaces spark plugs, installs radiator hoses, and replaces belts.

Changes, repairs and replaces tires including split rim tires; replaces and checks brakes, replaces hoses, etc.

Performs work on electrical, exhaust, transmission, brake, hydraulic systems.

Orders parts as needed, maintains records of parts and inventory

Maintains work orders, records and logs of services performed and general vehicle information; reports any operational problems to the supervisor in a timely manner, and completes other reports as requires

Performs routine shop facility maintenance, cleans work areas and picks up debris; disposes of lubricants and chemicals used in equipment servicing and maintenance in accordance with all safety regulations and procedures

Transports equipment from the field to the Public Services facility, performs emergency repairs in the field as required

### **Knowledge Skills and Abilities**

General knowledge of the methods, tools, parts and equipment used in the repair of light automotive passenger cars, trucks, and heavy construction and maintenance equipment.

General knowledge of gasoline and diesel engine operation and repair. General knowledge of electrical, hydraulic, vacuum, and brake systems. Working knowledge of safety hazards and precautions related to the work.

Skilled in the use and the operations of tools and machinery used in automotive repair work.

Ability to detect by inspection any worn or broken parts.

Ability to understand service manuals and schematic drawings.

Ability to operate vehicles safely.

Ability to follow instructions accurately.

Ability to establish and maintain effective working relationships with coworkers and other departments.

### **Physical Requirements:**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or 20 pounds of force constantly to move objects.

Must possess the visual acuity to perform mechanical non-repetitive work, distinguish the work performed at an arm's reach, and read diagrams and repair manuals.

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in the mechanical or plumbing trades, or a closely related field.

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license

### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities, odor perception.

### **JUDGMENTS AND DECISIONS:**

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

*The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*

**Interested applicants may submit an application/resume to:**

**Town of Waynesville,  
Brittany Buchanan, HR Specialist  
Human Resources Department  
16 S. Main Street  
Waynesville, NC 28786**

**Or via email to [bbuchanan@waynsvillenc.gov](mailto:bbuchanan@waynsvillenc.gov)**

**Applications will be accepted until September 23, 2016 at 5:00 p.m.**